



Instruction and Outreach Archivist (**Librarian Archivist 1 - Collections**)

The Libraries are seeking to hire one archivist, either at the level of Librarian Archivist 1 or Librarian Archivist 2. Candidates are invited to apply for the position that best matches their qualifications and experience. ([Librarian/Archivist 2 posting may be found here](#))

Reporting to the Public Services Manager within the Department of Distinctive Collections (DDC), the Instruction and Outreach Archivist partners with faculty and subject liaisons to facilitate teaching using our rare and unique collections that engages with pedagogical trends in primary source instruction. The archivist provides instruction sessions to classes, Institute partners, and community partners to promote DDC's archival collections and services both in-person and virtually, as well as develops community engagement initiatives through fostering partnerships with faculty, staff, students and external partners.

The Instruction and Outreach Archivist also provides research services to on and off-site users, engaging their professional judgment and specialized training for special collections and archives, and accesses systems unique to Distinctive Collections to provide expert search facilitation and guidance in discovery, use and evaluation of rare materials for research.

The DDC holdings are unified by their uniqueness and rarity. Our collections range across disciplines, time periods and conditions, with strengths in science, technology, architecture, and the history of MIT.

RESPONSIBILITIES:

Instruction (50%)

- Works across collecting areas (Institute Archives, Manuscript Collections, Visual Collections, Rare Books, Digital Collections) to prepare and lead instruction sessions with primary source materials, including evaluating and selecting said materials, developing class plans, and collaborating with faculty on assignment design & learning outcomes
- Promotes inclusive teaching practices and a commitment to accessibility in the development & delivery of services and programs
- Creates, develops, and maintains instructional resources, such as handouts, research guides and tutorials, assignments, and lesson plans to integrate Distinctive Collections materials into the curriculum
- Assesses and adjusts instruction strategies and techniques based on learning objectives, student outcomes, and faculty feedback
- Collaborates with MIT Libraries' Research and Learning directorate on joint teaching initiatives and best practices
- Collaborates with colleagues on collection development decisions (for example: soliciting feedback on specific collection offers, such as papers from retired faculty, or suggesting potential wants for collection acquisitions) in order to support the curriculum and research needs of the Institute

Outreach (30%)

- Plans, develops, implements, promotes, and assesses outreach activities to promote the integration of Distinctive Collections materials in instruction, research, and community engagement, including exhibitions, programming, and K-12 outreach, collaborating with Libraries colleagues when appropriate
- In coordination with Libraries' communications staff, assists with developing and implementing an integrated, cross-platform social media strategy to promote Distinctive Collections' materials, services, exhibitions, and events. May supervise students and interns who contribute social media content.
- Works with the Public Services Manager to coordinate the planning of Distinctive Collections programs and events, supporting the collection development team with outreach efforts to engage diverse communities, in alignment with library priorities
- Assists with coordinating visits, tours and filming of Distinctive Collections' holdings, spaces, and services

Research Services (20%)

- Engages knowledge of local archival description practices, collection development policies, and historical trends in archival collections to facilitate navigation and access to materials for researchers
- Provides in-person and virtual reference assistance as needed, utilizing DDC's description and collection management systems to identify possible materials of interest in processed and unprocessed collections
- Assists with the coordination, maintenance, and analysis of circulation, reference, and other use statistics for Distinctive Collections
- Collaborates with other members of the public services team to create and maintain policy and procedures documentation for reference, instruction, and outreach, including training materials and manuals for desk staff and student assistants; assists with training staff members as needed
- Creates and maintains reference tools, aids, guides, webpages, and tutorials to promote online learning and engagement with collections.
- Assesses condition of materials and consults with the Wunsch Conservation Lab on housing and treatment needs as-required
- May train and supervise interns, temps, or student workers in reference tasks
- Other duties as assigned

Required: Master's Degree in Library, Archival, or Information Science or a combination of education and experience in reference, outreach, and instruction of archival and/or special collections.

- Experience in providing reference, outreach, and/or instruction with primary sources or rare books.
- Experience with research and teaching trends, methods, and best practices.
- Excellent customer service skills and interpersonal skills, demonstrated ability to collaborate and work effectively within and across organizational boundaries in a diverse organization and with a wide variety of users.
- Enthusiasm for embracing the empathy, courage, self-reflection and respect essential in a multicultural, diverse and inclusive workplace, and ability to embrace those values in collections and public service work.

- Demonstrated capacity for critical thinking, problem-solving, and the ability to be flexible, tolerate ambiguity, adapt to change and successfully work in a fast-paced, dynamic environment.
- Strong organizational and analytical skills with proven success in independently prioritizing work demonstrated in meeting deadlines and in managing complex projects to completion.

We expect candidates to be stronger in some qualifications listed above than others; we are committed to helping our future colleague expand their skills, as well as learning from their areas of strength.

Preferred

- Experience using, Aeon, SpringShare, or ArchivesSpace
- Experience working in an academic environment.
- Experience balancing the needs of archival security, confidentiality, intellectual property, and access rights.
- Experience and familiarity with using an archival content management system and technologies applicable for the archival environment.

SALARY AND BENEFITS: This job is a pay grade 6 with the following range:

53,225	69,200	85,675
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Actual salary will depend on qualifications and experience. MIT offers excellent [benefits](#) including a choice of health and retirement plans, a dental plan, tuition assistance, and fully subsidized MBTA passes for local bus and subway service. Flexible work arrangements, including flex-time and telecommuting, are considered for positions that meet established criteria. The MIT Libraries is a collegial and supportive working environment and fosters professional growth of staff with management training and travel funding for professional meetings

APPLICATION PROCESS: Apply online via <http://careers.mit.edu/> Applications must include a cover letter and resume. Priority will be given to applications received by **April 14th, 2023** position open until filled. MIT is strongly and actively committed to diversity within its community and particularly encourages applications from qualified women and minority candidates. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multi-cultural, diverse and inclusive workplace, and who strive to incorporate those values in their work and interactions are encouraged to apply. Please reach out to lib-hr@mit.edu with any questions regarding this role.

ABOUT THE MIT LIBRARIES:

The MIT Libraries support teaching, learning, and research across the Institute, with millions of resources, deep expertise, and five campus locations where our community consumes and creates knowledge. Our organization is on an exciting journey of transformation, pursuing a digital-first model for research libraries and prioritizing an open scholarship agenda. We aim to exercise bold leadership in defining a model for research libraries in the future, with innovative spaces like the newly renovated Hayden Library and a focus on supporting data-intensive and computational research and learning.

We strive to do great things, powering the MIT community to solve complex problems in the service of humankind, and each member of our 146-person staff has a role to play in pursuing that vision. We're constantly adapting to the rhythms of a changing world, and we welcome candidates who

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can help us do that in thoughtful and strategic ways that center our mission and values.

MIT Libraries is an environment that welcomes any body, any mind — including all genders — and particularly encourages applications from underrepresented minorities, women, disabled applicants, and veterans. Professionals who enthusiastically embrace the empathy, courage, self-reflection, and respect of a multicultural, diverse, and inclusive workplace and who strive to incorporate those values in their work and interactions are encouraged to apply.

VISA SPONSORSHIP: MIT sponsors visas only for certain academic and research positions. MIT does not sponsor the following individuals for employment-based visas or for exchange visitor visas: students; technical, administrative, library, or support staff members; individuals with inadequate funding, insurance, or credentials; or those whose particular visa history precludes sponsorship.